

~~SECRET~~

14 August 1969

HN

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training

1. Rescheduling of CT Classes to Fit Two-Cycle Plan

An OTR conference of 8 August resulted in agreement to reschedule the November 1969 Career Training Class to 5 January 1970, and to convert at that time to two classes per year -- January and July. The complete schedule remains to be determined.

2. Orientation for Overseas

The small number of students (seven) in the most recent Orientation for Overseas enabled the instructor to break the class into three groups, each bound for one area of the world, and talk separately with each group at the end of the day. Reading kits were also provided. The instructor anticipates a long-term build-up of highly selective reading materials on the larger and middle-sized countries.

3. Second Series of Reading Improvement Courses to Begin

Three Reading Improvement courses are now scheduled to begin in September, one at 1000 Glebe and two at [REDACTED]. These courses will satisfy commitments to IAS and NPIC for separate courses for their people. The decision to hold a course at 1000 Glebe rather than at Headquarters was based on student distaste for our former classroom in the

25X1A6a

~~SECRET~~

Excluded from automatic  
downgrading and  
declassification

**SECRET**

mezzanine of South Cafeteria.

4. FSOs to Get CIA Coverage

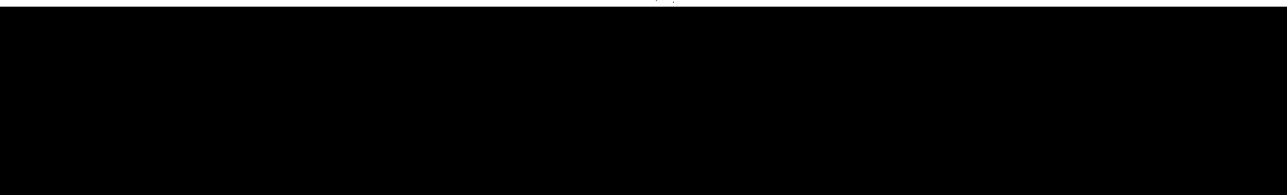
The Foreign Service Institute has scheduled a one-week course on intelligence for the period, 8 - 12 December. The plan calls for two of the five days to be spent at CIA. The course is the outgrowth of an original proposal by Operations School to provide FSOs with a program similar to OTR's Project USEFUL given for the military.

5. Revamping of Courses

Representatives of OTR and NPIC met recently in regard to NPIC support of our training courses, particularly our CT courses. We anticipate some shift in emphasis since the CTs are now cleared for T, KH from the beginning of their training and much of what was being done in the more specialized Intelligence Production Course can now be done in the orientation phase.

6. New Training Materials

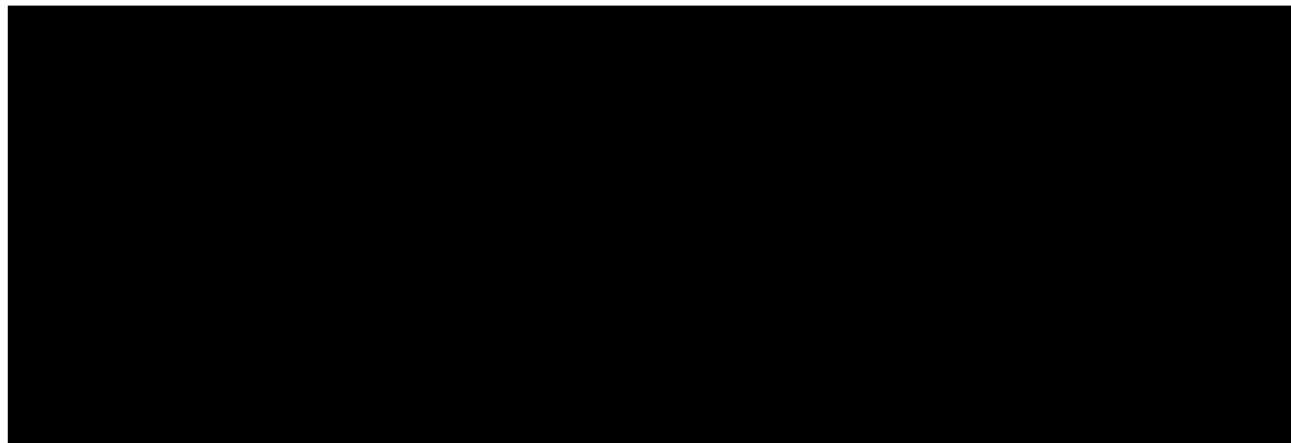
OTR's manual on the Office of Current Intelligence compiled by the Intelligence School is being edited in OCI. Editing of the Agent Trade-craft Training Kit has been completed and publication is expected about the end of October. Use of this material will not be limited to OTR and dissemination within the Clandestine Service is expected.



**SECRET**

**SECRET**

25X1A



8. Heavy Registration for Non-Duty Hours Language Study

Forty-six requests for the Before and After Hours Language Training Program have been received and more are expected before the 22 August closing date.

9. Non-Agency Briefings

During the reporting period, the following non-Agency briefings were given:

At the International Police Academy, to 36 students in the General Course on "Programs and Tactics"; two days later the same briefing was given to 40 students in another General Course.

At DIS, to 70 students in the Joint Strategic Intelligence Course on "Communist Party Organization," "Communism in Developing Nations" and "Communist Movement Today."

At 1000 Glebe, for [redacted] of NSA on the Agency

*[Signature]*  
HUGH T. CUNNINGHAM  
Director of Training

**SECRET**

25X1A

25X1A9a